

BEST PRACTICE CATALOG

Project Title: **NEW EMPLOYEE ORIENTATION PROGRAM/MANDATED TRAINING FOLLOW-UP COURSES**

Function Category: ☐ PATIENT-FOCUSED ☒ ORGANIZATION ☐ STRUCTURES

Subcategory: **Management of Human Resources** Heading: **Orientating, Training, and Educating Staff**

Key Word(s): **Competency through Education**

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Hospital: **Patton State Hospital**

Purpose: To provide each new employee an extensive orientation program to Patton State Hospital. This orientation is followed-up with updates in required area based on their job description.

Brief Description: New employee orientation is made up of 48 hours of core education. Up to an additional 120 hours of education is provided to new employees based on their duty statement. Administrative Directive 5.5 *Mandated Training* dictates the amount of orientation that each employees is required to complete upon hire and what courses are required as updates throughout their career. New employee orientation is conducted within the Staff Development Center and educational updates are offered within Staff Development Center as well as four separate satellite training centers throughout the hospital grounds. New employee orientation is coordinated by the Staff Development Center, but various other departments are involved in the presentation of course materials particular to their area.

Selection Basis/Criteria:

The following items are available regarding this Best Practice:

☐ Photographs ☐ Video Tape ☐ Drawings ☒ Manual

☐ Other : _____

DATE SUBMITTED: **October 16, 1998**